



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

APR 7 1998

Betty Diana Arce, Treasurer
Committee to Re-Elect Nydia M. Velazquez
to Congress
3168 Decatur Avenue
Bronx, NY 10467

Identification Number: C00271312

Reference: Year End Report (7/1/97-12/31/97)

Dear Ms. Arce:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are, but not limited to "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Unacceptable descriptions include "consultant fee", "operating expenditure", "advance", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-For future reports, please be advised that contributions to other committees or charitable organizations are not operating expenditures. These amounts should be disclosed on Line 21 of the Detailed Summary Page and itemized on a separate Schedule B.

-Schedules A and B of your report disclose an in-kind contribution to your committee. Please be advised that in addition to disclosing the in-kind contribution as a receipt on Schedule A and as a disbursement on Schedule